

Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2200—State Board of Nursing
Chapter 4—General Rules

20 CSR 2200-4.010 Fees

PURPOSE: This rule establishes and fixes the various fees and charges authorized by Chapter 335, RSMo.

(1) The following fees are established by the State Board of Nursing:

(A) Examination Fee—Registered

Professional Nurse (RN)\$ 45

1. Reexamination Fee—RN \$ 40

(B) Examination Fee—Licensed

Practical Nurse (LPN)\$ 41

1. Reexamination Fee—LPN \$ 40

(C) Endorsement Fee—RN\$ 55

(D) Endorsement Fee—LPN\$ 51

(E) Lapsed License Fee

(in addition to renewal fee

for each year of lapse)\$ 50

(F) School Annual Registration

Fee \$100

(G) Verification Fee \$ 30

(H) License Renewal Duplicate

Fee \$ 15

(I) Computer Print-Out of

Licensees—not more than\$ 25

(J) Biennial Renewal Fee—

1. RN—

A. Effective January 1, 2009 \$ 60

B. Effective January 1, 2011,

to December 31, 2012 \$ 40

C. Effective January 1, 2013 \$ 60

2. LPN—

A. Effective January 1, 2009 \$ 52

B. Effective January 1, 2011,

to December 31, 2012 \$ 32

C. Effective January 1, 2013 \$ 52

1 3. License renewal for a professional nurse shall be biennial; occurring on odd-
2 numbered years and the license shall expire on April 30 of each odd-numbered year.
3 License renewal for a practical nurse shall be biennial; occurring on even-numbered
4 years and the license shall expire on May 31 of each even-numbered year. Renewal
5 shall be for a twenty-four (24)-month period except in instances when renewal for a
6 greater or lesser number of months is caused by acts or policies of the Missouri State
7 Board of Nursing. Renewal applications (see 20 CSR 2200-4.020) shall be mailed every
8 even-numbered year by the Missouri State Board of Nursing to all LPNs currently
9 licensed and every odd-numbered year to all RNs currently licensed;

10 4. Renewal fees for each biennial renewal period shall be accepted by the Missouri
11 State Board of Nursing only if accompanied by an appropriately completed renewal
12 application; and

13 5. All fees established for licensure or licensure renewal of nurses incorporate an
14 educational surcharge in the amount of one dollar (\$1) per year for practical nurses and
15 five dollars (\$5) per year for professional nurses. These funds are deposited in the
16 professional and practical nursing student loan and nurse repayment fund;

17 (K) Review and Challenge Fees—

18 1. LPN \$100

19 2. RN \$100

20 (L) Uncollectible Fee (Charged for
21 any uncollectible check or other
22 uncollectible financial instrument
23 submitted to the Missouri
24 State Board of Nursing.)\$ 25

25 (M) Fee for Late Education Agenda
26 Items \$ 30

27 (N) Application Fee for Proposals to
28 Establish New Programs
29 of Nursing \$3,000

30 (O) Application Fee for Advanced
31 Practice Nurse Eligibility\$150

32 (P) Bound Copy of the Nursing
33 Practice Act (statutes and
34 rules) \$ 5

35 (Q) Biennial Retired Nurse
36 Renewal Fee (This fee shall
37 not be subject to the education
38 surcharge) \$ 15

39 (2) All fees are nonrefundable.

40 (3) The provisions of this rule are declared severable. If any fee fixed by this rule is held
41 invalid by a court of competent jurisdiction or by the Administrative Hearing
42 Commission, the remaining provisions of this rule shall remain in full force and effect,
43 unless otherwise determined by a court of competent jurisdiction or by the
44 Administrative Hearing Commission.

1 *AUTHORITY: sections 324.001.10 and 335.036, RSMo Supp. 2010 and section*
2 *335.046, RSMo 2000.* This rule originally filed as 4 CSR 200-4.010. Emergency rule*
3 *filed Aug. 13, 1981, effective Aug. 23, 1981, expired Dec. 11, 1981. Original rule filed*
4 *Aug. 13, 1981, effective Nov. 12, 1981. Emergency amendment filed Feb. 10, 1982,*
5 *effective Feb. 20, 1982, expired June 20, 1982. Amended: Filed Feb. 10, 1982, effective*
6 *May 13, 1982. Amended: Filed May 13, 1982, effective Aug. 12, 1982. Amended: Filed*
7 *Oct. 13, 1982, effective Jan. 13, 1983. Amended: Filed Dec. 13, 1983, effective March*
8 *11, 1984. Amended: Filed June 29, 1984, effective Nov. 11, 1984. Amended: Filed Nov.*
9 *14, 1986, effective Feb. 12, 1987. Amended: Filed Oct. 28, 1988, effective March 11,*
10 *1989. Amended: Filed Aug. 11, 1989, effective Dec. 11, 1989. Amended: Filed Nov. 2,*
11 *1990, effective March 14, 1991. Amended: Filed Feb. 4, 1991, effective Aug. 30, 1991.*
12 *Amended: Filed Aug. 7, 1992, effective April 8, 1993. Amended: Filed May 21, 1993,*
13 *effective Nov. 8, 1993. Amended: Filed Sept. 7, 1993, effective May 9, 1994. Amended:*
14 *Filed May 5, 1994, effective Oct. 30, 1994. Amended: Filed Oct. 25, 1995, effective June*
15 *30, 1996. Amended: Filed Feb. 15, 1996, effective Aug. 30, 1996. Amended: Filed June*
16 *1, 2000, effective Nov. 30, 2000. Emergency amendment filed Dec. 15, 2000, effective*
17 *Jan. 1, 2001, expired June 29, 2001. Amended: Filed Dec. 12, 2000, effective June 30,*
18 *2001. Amended: Filed Feb. 18, 2003, effective Aug. 30, 2003. Moved to 20 CSR 2200-*
19 *4.010, effective Aug. 28, 2006. Amended: Filed Aug. 21, 2007, effective Feb. 29, 2008.*
20 *Amended: Filed Feb. 29, 2008, effective Aug. 30, 2008. Amended: Filed June 2, 2008,*
21 *effective Dec. 30, 2008. Amended: Filed March 30, 2009, effective Sept. 30, 2009.*
22 *Emergency amendment filed Jan. 4, 2011, effective Jan. 14, 2011, expired July 12,*
23 *2011. Amended: Filed Jan. 4, 2011, effective June 30, 2011.*
24 **Original authority: 334.001, RSMo 2008, amended 2009; 335.036, RSMo 1975,*
25 *amended 1981, 1985, 1993, 1995, 1999, 2007, 2008; and 335.046, RSMo 1975,*
26 *amended 1981, 1995, 1999.*

27 28 *Rule Review*

- 29 1) *the regulation is essential to the health, safety and welfare of citizens.*
30 *Yes*
31 2) *costs of the regulation do not outweigh the benefits*
32 *Yes*
33 3) *a process and schedule exist to measure the effectiveness of the regulation*
34 *Yes. The board operates with fees collected. The board reviews its fund balance,*
35 *expected expenses and revenue and adjusts fees as necessary to ensure the*
36 *fund balance stays below the cap mandated by law.*
37 4) *less restrictive alternatives have been considered and found less desirable*
38 *Yes. Less restrictive would be to not charge fees and have the board perform its*
39 *functions using general revenue funds. That is not an option.*
40 5) *the regulation is based on sound and relevant information*
41 *Yes.*
42 6) *the regulation does not unduly and adversely affect citizens.*
43 *Correct.*
44
45

1 **20 CSR 2200-4.020 Requirements for Licensure**

2 *PURPOSE: This rule sets out requirements for licensure in Missouri of registered*
3 *professional nurses and licensed practical nurses by examination, endorsement, and*
4 *renewal.*

5 (1) Examination.

6 (A) Written examination as used in Chapter 335, RSMo shall mean [either a paper and
7 pencil examination or a computerized adaptive examination] **the National Council of**
8 **State Boards of Nursing's licensure examination.**

9 (B) The registered professional nurse (RN) candidate shall have successfully
10 completed the basic prescribed curriculum and received a degree or diploma from a
11 school with an approved professional nursing program. The practical nurse candidate
12 shall have successfully completed a basic prescribed curriculum in an approved school
13 of practical nursing and have earned a practical nursing degree, diploma or certificate or
14 completed a comparable period of training as determined by the board. A comparable
15 period of training as determined by the board shall mean graduation from an accredited
16 professional nursing program with validation by examination of a personal and
17 vocational concepts course by an approved practical nursing program or graduation
18 from the Army Practical Nurse Program.

19 (C) Pursuant to section 324.007, RSMo, the education, training, and /or service received
20 and completed through the Air Force Basic Medical Technician Corpsman Program
21 (BMTCP) – 4N051-5 Skills Level is an approved program for practical nursing. Any
22 applicant for licensure for practical nursing who has successfully completed the BMTCP
23 – 4N051-5 Skills Level, or above, has met the educational qualifications for licensure by
24 examination.

25 (D) The candidate [shall make written application to the Missouri State Board of
26 Nursing for permission to take the licensing examination for professional/practical
27 nurses. Application forms for the -licensing examination shall be obtained from the
28 Missouri State Board of Nursing] **must file a complete application containing data**
29 **and documents required by the board attesting that all information contained in,**
30 **or referenced by, the application is complete and accurate and is not false or**
31 **misleading, and the required processing fee which is not refundable. The**
32 **application must be properly executed before a notary public. Any application for**
33 **licensure submitted to the board is valid from one (1) year from the date the**
34 **application is notarized. After the expiration of one (1) year, an applicant shall**
35 **submit a new application. An application notarized more than sixty (60) days prior**
36 **to receipt by the Missouri State Board of Nursing will be rejected and returned to**
37 **the applicant.**

38 1. Any applicant applying for the practical nurse licensing examination who is
39 deficient in theory, clinical experience, or both, as stated in 20 CSR 2200, Chapter 3—
40 Practical Nursing, and has not earned a practical nursing degree or met the
41 requirements for a comparable period of training as determined by the board pursuant
42 to 20 CSR 2200-4.020(1)(B) or (C), will not be approved.

1 (E) [A completed application for the licensing examination signed and accompanied by
2 one (1) two-inch by two-inch (2"× 2") portrait/photograph of the applicant shall be
3 submitted to the Missouri State Board of Nursing for evaluation along with the required
4 examination fee, and proof of submission of fingerprints to the Missouri State Highway
5 Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau
6 of Investigation fingerprint background check prior to the established deadline date set
7 by the Missouri State Board of Nursing. Proof shall consist of any documentation
8 acceptable to the board. Any fees due for fingerprint background checks shall be paid
9 by the applicant directly to the Missouri State Highway Patrol or its approved vendor. All
10 fees are nonrefundable. Note:] The name appearing on the application will be the only
11 legal name of the individual recognized by the Missouri State Board of Nursing unless
12 evidence of the change in name has been submitted.] **The applicant must submit to**
13 **state and federal fingerprint or other biometric criminal background checks.**

14 (F) An application for a [candidate's first licensing] **licensure by** examination [in
15 Missouri shall bear the school seal and the signature of the director of the program of
16 professional/practical nursing] **shall include verification of graduation or eligibility**
17 **for graduation from an approved nursing program.** [This shall indicate the
18 endorsement of the candidate to take the licensing examination. The affidavit portion of
19 the application shall be properly executed before a notary public.]

20 (G) The term first licensing examination scheduled by the board, as used in section
21 335.081, RSMo, shall mean the first licensure examination taken by the [student]
22 **applicant** which must be taken within ninety (90) days of graduation.

23 (H) An applicant for licensure by endorsement or licensure by examination who
24 answers yes to one (1) or more of the questions on the application or the fingerprint
25 checks reveal charges and/or convictions which relate to possible grounds for denial of
26 licensure under section 335.066, RSMo shall submit copies of appropriate documents,
27 as requested by the board, related to that answer or the fingerprint check before his/her
28 application will be considered complete. The copies shall be certified if they are records
29 of a court or administrative government agency. An applicant for licensure by
30 endorsement or licensure by examination who the executive director or designee
31 determines may not meet the requirements for licensure or examination shall be notified
32 that the application will be reviewed by the members of the board at the board's next
33 regular scheduled meeting following receipt of all requested documents. The Missouri
34 State Board of Nursing shall notify, by certified mail or delivery, any individual who is
35 refused permission to take an examination for licensure or an individual licensed in
36 another state, territory or foreign country that is denied a license by endorsement
37 without examination. At the time of notification, this individual is to be made aware of
38 his/her avenue of appeal through the Missouri Administrative Hearing Commission.

39 (I) A passing designation as determined by the Missouri State Board of Nursing shall
40 be attained by candidates to qualify for licensure to practice professional/practical
41 nursing in Missouri. Results of the licensing examination shall be reported only by
42 pass/fail designation to candidates and to directors of programs of professional/practical
43 nursing.

(J) An original examination report shall be forwarded to the examinee. A copy shall be retained in the permanent application on file in the Missouri State Board of Nursing office. A composite report shall be forwarded to the director of each program of professional/ practical nursing listing the names of the candidates and the pass/fail designation for each candidate.

(K) A transcript of the final record shall be submitted to the Missouri State Board of Nursing for each applicant upon completion of the program of professional/practical nursing. The seal, if available, of the school and signature of the director of the program of professional/practical nursing or registrar shall be affixed to the transcript. The transcript must include the degree/designation awarded and date of graduation or completion. A candidate cannot take the licensure examination until all licensure requirements are met, including providing a transcript.

(L) **Proof of United States citizenship or alien status as specified in 8 U.S.C.A. § 1621 or lawful presence as specified in Section 208.009 RSMo.**[There shall be a thirty (30)-day grace period for graduates who have successfully passed the first available licensing examination in another state following graduation to obtain a temporary permit or license in Missouri after the graduate has received his/her results.]

(M) Requests for Examination Modification.

1. The Missouri State Board of Nursing and its test service shall determine if a candidate shall be allowed modification of the examination if the candidate requests the modification because of a disability defined by the Americans with Disabilities Act.

2. The candidate requesting modification shall submit a request to the Missouri State Board of Nursing. The request shall contain—

A. A letter from the candidate's nursing education program indicating what modifications, if any, were granted by that program;

B. Appropriate documentation supporting the request for accommodation from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:

(I) A history of the disability and any past accommodation granted the candidate and a description of its impact on the individual's functioning;

(II) Identification of the specific standardized and professionally recognized tests/assessments given (e.g., Woodcock-Johnson, Weschler Adult Intelligence Scale);

(III) Clinical diagnoses of disability (where applicable, list the DSM Code Number and Title);

(IV) The scores resulting from testing, interpretation of the scores and evaluations; and

(V) Recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability; and

C. A letter from the applicant requesting the modifications detailing the specific modifications and explaining the rationale for the modifications.

3. When the request is received from the candidate with the previously listed items, the request will be reviewed.

4. If approved, a request for modification of an examination will be submitted to [the National Council of State Boards of Nursing, Incorporated.

1 5. After the National Council of State Boards of Nursing, Incorporated has reported
2 its decision to the Missouri State Board of Nursing, the candidate will be notified of the
3 decision.] **to the test service.**

4 [6. A handicapped individual is defined in the Rehabilitation Act of 1973.]

5 (2) Repeat Examination.

6 (A) A candidate who does not achieve the passing designation as determined by the
7 Missouri State Board of Nursing shall not qualify to receive a license to practice
8 professional/practical nursing in Missouri. It shall be unlawful for any person to practice
9 professional/practical nursing in Missouri as a graduate nurse after failure of the
10 National Council of State Boards of Nursing, Incorporated licensure examination until
11 successfully passing the examination and receiving a license.

12 (B) [A candidate who does not achieve the passing designation who wishes to review,
13 challenge, or both, the National Council Licensure Examination must send a written
14 letter of request to the Missouri State Board of Nursing office no later than four (4)
15 months after release of examination results to the candidate.

16 (C) If approved, the request is submitted to the National Council of State Boards of
17 Nursing, Incorporated. A board fee may be charged.

18 (D) A candidate who does not achieve the passing designation shall be notified. No
19 further examination notices shall be issued by the Missouri State Board of Nursing.

20 (E) The required fee shall be submitted to the Missouri State Board of Nursing office
21 each time the candidate applies for the examination and is nonrefundable.] **In order to**
22 **re-take the licensure examination, the candidate must file a repeat examination**
23 **application containing data and documents required by the board attesting that**
24 **all information contained in, or referenced by, the application is complete and**
25 **accurate and is not false or misleading, and the required processing fee which is**
26 **not refundable. The application must be properly executed before a notary public.**
27 **Any application for licensure submitted to the board is valid from one (1) year**
28 **from the date the application is notarized. After the expiration of one (1) year, an**
29 **applicant shall submit a new repeat examination application. An application**
30 **notarized more than sixty (60) days prior to receipt by the Missouri State Board of**
31 **Nursing will be rejected and returned to the applicant.**

32 (C) The applicant must submit to state and federal fingerprint or other biometric
33 criminal background checks if the applicant's previous background checks are
34 more than one year old.

35
36 (3) A graduate of a nursing program may practice as a graduate nurse until he/she has
37 received the results of the first licensure examination taken by the nurse or until ninety
38 (90) days after graduation, whichever first occurs.

39 (4) Passing Score.

1 (A) The standard score of three hundred fifty (350) in each subject of the State Board
2 Test Pool Examination for Registered Nurses shall be the Missouri passing score
3 beginning with series nine hundred forty-nine (949) through series two hundred eighty-
4 two (282). Candidates writing the licensing examination prior to the date series nine
5 hundred forty-nine (949) was given shall have no grade below sixty-five percent (65%)
6 and shall have attained an average score of seventy percent (70%). Beginning July
7 1982, the standardized scoring system to be used with the National Council Licensure
8 Examination for Registered Nurses will have a passing score of sixteen hundred (1600).
9 Beginning February 1989, to be eligible for licensure, a candidate must achieve a pass
10 designation on the National Council Licensure Examination for Registered Nurses.

11 (B) For the period March 1, 1954 through February 28, 1958, seventy percent (70%)
12 was required for passing the practical nurse examination. For the period March 1, 1958
13 to December 31, 1958, the standard score of three hundred (300) was the minimum
14 passing score for the practical nurse examination. As of January 1, 1959, the standard
15 score of three hundred fifty (350) shall be the minimum passing score in Missouri for the
16 State Board of Nursing Test Pool Licensing Examination or the National Council
17 Licensure Examination for Practical Nurses. Beginning October 1988, to be eligible for
18 licensure, a candidate must achieve a pass designation on the National Council
19 Licensure Examination for Practical Nurses.

20 (5) Licensure by Endorsement in Missouri—Registered Nurses (RNs) and Licensed
21 Practical Nurses (LPNs).

22 (A) A professional/practical nurse licensed in another state or territory of the United
23 States shall be entitled to licensure provided qualifications are equivalent to the
24 requirements of Missouri at the time of original licensure. This equivalency shall be
25 defined as—

26 1. Evidence of completion and graduation from an approved program of
27 professional/practical nursing if educated in a state of the United States; a course-by-
28 course evaluation report received directly from a credentials evaluation service
29 approved by the board or a Commission on Graduates of Foreign Nursing Schools
30 (CGFNS) certificate if the initial nursing education was earned in a territory, Canada, or
31 another country;

32 2. Attainment of a passing standard score or pass designation as determined by the
33 Missouri State Board of Nursing on the licensing examination or attainment of an
34 acceptable grade in areas comparable to those required in Missouri at the time
35 licensure was secured in the state of original licensure;

36 3. Evidence of completion of the applicable secondary education set forth in section
37 335.046, RSMo requirements or the equivalent as determined by the State Department
38 of Education;

39 4. Applicants who are not citizens of the United States who have completed
40 programs in schools of professional/practical nursing in states which require citizenship
41 for licensure may take the National Council Licensure Examination for
42 professional/practical nurses in Missouri if they meet all of Missouri's requirements; and

43 5. If an individual was licensed by waiver as a practical/vocational nurse in another
44 state, territory or foreign country prior to July 1, 1955, and the individual meets the
45 requirements for licensure as a practical nurse in Missouri which were in effect at the
46 time the individual was licensed in the other jurisdiction, she/he is eligible for licensure

1 in Missouri as an LPN. If an individual is licensed by waiver in another state after July 1,
2 1955, she/he does not qualify for licensure by waiver in Missouri as a practical nurse.

3 (B) Procedure for Application.

4 1. [An applicant should request an application for endorsement licensure from the
5 Missouri State Board of Nursing. The request shall include the full name, current mailing
6 address and state of original licensure.] **The applicant must file a complete**
7 **application containing data and documents required by the board attesting that**
8 **all information contained in, or referenced by, the application is complete and**
9 **accurate and is not false or misleading, and the required processing fee, which is**
10 **not refundable. The application must be properly executed before a notary public.**
11 **Any application for licensure submitted to the board is valid for one (1) year from**
12 **the date the application is notarized. After the expiration of one (1) year, an**
13 **applicant shall submit a new application, along with the required fee. An**
14 **application notarized more than sixty (60) days prior to receipt by the Missouri**
15 **State Board of Nursing will be rejected and returned to the applicant.**

16 2. [The application for endorsement licensure shall be completed in black ink with
17 the affidavit portion properly executed before a notary public and submitted with the
18 required application fee, and proof of submission of fingerprints to the Missouri State
19 Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal
20 Bureau of Investigation fingerprint background check. Proof shall consist of any
21 documentation acceptable to the board. Any fees due for fingerprint background checks
22 shall be paid by the applicant directly to the Missouri State Highway Patrol or its
23 approved vendor. All fees are nonrefundable. The application shall be submitted to the
24 Missouri State Board of Nursing.] **The applicant must submit to state and federal**
25 **fingerprint or other biometric criminal background checks as administered by the**
26 **Missouri State Highway Patrol.**

27 3. [The endorsement/] **The applicant must provide for receipt of official**
28 **verification of licensure [form shall be forwarded by the applicant to the board of nursing**
29 **for completion in the state or territory of original licensure by examination, or to Canada,**
30 **with a request to submit the completed form to the Missouri State Board of Nursing.]**
31 **from all states and/or territories.**

32 4. The applicant shall cause an official nursing transcript to be forwarded directly to
33 the Missouri State Board of Nursing office if a transcript is requested by the executive
34 director or designee.

35 5. [A final evaluation of the submitted application shall be made only after all
36 required credentials are assembled.

37 6. The applicant shall be notified of this evaluation for licensure.] **Proof of United**
38 **States citizenship or alien status as specified in 8 U.S.C.A. § 1621 or lawful**
39 **presence as specified in Section 208.009 RSMo.**

40 **6. The Board will not review a submitted application for licensure until such**
41 **time as all required credentials are received.**

42 [(6) Applicants Not Meeting Requirements.

43 (A) An applicant who does not meet the Missouri requirements for licensure at the
44 time of completion of a program of professional/practical nursing shall be advised
45 regarding the necessary steps for qualification on the basis of the particular deficiency.

(B) An applicant who has not attained the passing score or grade on the licensing examination as required by the Missouri State Board of Nursing at the time of original licensure shall be required to take the current National Council Licensure Examination (NCLEX®) and receive a pass designation prior to licensure.

(C) A professional/practical nurse licensed in another state or territory of the United States shall be entitled to licensure; provided, qualifications are equivalent to the requirements in Missouri at the time of original licensure.

(7) Temporary Permit.

(A) Applicants wishing to practice professional/practical nursing in Missouri following the evaluation of the application and transcript, if requested to determine if the applicant meets licensure requirements in Missouri, should submit a copy of a current nursing license from another state, territory or Canada. A temporary permit may be secured for a limited period of time six (6) months until licensure is granted or denied by the Missouri State Board of Nursing or until the temporary permit expires, whichever comes first. If the applicant does not hold a current nursing license in another state, territory or Canada, a temporary permit may be issued upon receipt of a completed endorsement verification of licensure form and transcript, if requested. Applicants from Canada may apply for a temporary permit provided for by rule.]

[(8)] **(6) Intercountry Licensure by Examination in Missouri—RN and LPN.**

(A) Application Procedure.

1. A professional/practical nurse educated outside a state of the United States shall be entitled to apply to take the examination for licensure if, in the opinion of the Missouri State Board of Nursing, current requirements for licensure in Missouri are met.

2. [An applicant must request an Application for Professional/Practical Nurse Licensure by Examination. The request shall include the applicant's full name, current mailing address and country of original licensure. The application shall be properly executed by the applicant in black ink and shall be included in the documents submitted to the Missouri State Board of Nursing for evaluation with the required credentials.] **The applicant must file a complete application containing data and documents required by the board attesting that all information contained in, or referenced by, the application is complete and accurate and is not false or misleading, and the required processing fee, which is not refundable. The application must be properly executed before a notary public. Any application for licensure submitted to the board is valid for one (1) year from the date the application is notarized. After the expiration of one (1) year, an applicant shall submit a new application, along with the required fee. An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant. Credentials in a foreign language shall be submitted in their original language and also a duplicate set translated into English, the translation shall be signed by the translator and the signature shall be notarized by a notary public. The translation shall be attached to the credentials in a foreign language when submitted to the Missouri State Board of Nursing.**

3. The required credentials for practical nurse applicants are—

A. A course-by-course evaluation report **and credentials evaluation report** received directly from a foreign **or other** credentials evaluation services approved by the board;

1 B. A photostatic copy of birth certificate (if a copy of birth certificate is not available,
2 copy of baptismal certificate, passport or notarized statement from an authorized
3 agency will be accepted as verification of name, date of birth, and place of birth);

4 C. Photostatic copy of marriage license/certificate (if applicable);

5 D. Evidence of English-language proficiency by any of the following **submitted**
6 **directly from the testing agency:**

7 (I) Test of English as a Foreign Language (TOEFL) www.toefl.org with a passing
8 score of five hundred forty (540) on the paper examination or a passing score of two
9 hundred seven (207) for the computerized examination or a passing score of seventy-
10 six (76) on the Internet-based exam; or

11 (II) Test of English for International Communication (TOEIC) www.toeic.com with
12 a passing score of seven hundred twenty-five (725); or

13 (III) International English Language Testing System (IELTS) www.ielts.org with a
14 passing score in the academic module of six and one-half (6.5) and the Spoken Band
15 score of seven (7);

16 E. Test of Spoken English (TSE®) Certificate indicating that the applicant has
17 obtained a minimum overall score of fifty (50);

18 F. Photostatic copy of original license issued by the licensing agency where
19 original licensure/registration was secured by examination; [and]

20 G. [The completed application must be accompanied by one (1) two-inch by two-
21 inch (2"x 2") portrait/photograph of the applicant, and proof of submission of fingerprints
22 to the Missouri State Highway Patrol's approved vendor for both a Missouri State
23 Highway Patrol and Federal Bureau of Investigation fingerprint background check. Proof
24 shall consist of any documentation acceptable to the board. Any fees due for fingerprint
25 background checks shall be paid by the applicant directly to the Missouri State Highway
26 Patrol or its approved vendor, and the required application fee. All fees are
27 nonrefundable.] **Copy of Passport;**

28 **H. Copy of original education certificate/diploma For APAC region (India,**
29 **Pakistan, Bangladesh etc., include a copy of the reverse side of the certificate);**

30 **I. Copy of Transcript / Marksheet;**

31 **J. Copy of nursing education program transcripts and copy of certificate (if**
32 **any);**

33 **K. Professional / Health License issued by the regulator of the country last**
34 **worked in or home country professional / health license; and,**

35 **L. Employment Certificate / Experience Certificate / Relieving Letter / Last**
36 **appraisal letter (if this includes the employment start date) / First and last salary**
37 **slip (Recommendation letters are not acceptable documents for employment**
38 **verification).**

39 **M. The applicant must submit to state and federal fingerprint or other**
40 **biometric criminal background checks as administered by the Missouri State**
41 **Highway Patrol.**

42 4. The required credentials for professional nurse applicants are—

43 A. A course-by-course evaluation report received directly from a credentials
44 evaluation service approved by the board or Commission on Graduates of Foreign
45 Nursing Schools (CGFNS) certificate and evidence of English-language proficiency

submitted directly from the testing agency. Any of the following is considered evidence of English-language proficiency:

(I) Test of English as a Foreign Language (TOEFL) www.toefl.org with a passing score of five hundred forty (540) on the paper examination or a passing score of two hundred seven (207) for the computerized examination or a passing score of seventy-six (76) on the Internet-based exam; or

(II) Test of English for International Communication (TOEIC) www.toEIC.com with a passing score of seven hundred twenty-five (725); or

(III) International English Language Testing System (IELTS) www.ielts.org with a passing score in the academic module of six and one-half (6.5) and the Spoken Band score of seven (7).

B. A photostatic copy of birth certificate (if a copy of birth certificate is not available, a copy of baptismal certificate, passport or notarized statement from authorized agency will be accepted as verification of name, date of birth and place of birth);

C. Photostatic copy of original license or certificate issued by the licensing agency where original licensure/registration was secured by examination;

D. Photostatic copy of marriage license/certificate (if applicable);[and]

E. Copy of original education certificate/diploma For APAC region (India, Pakistan, Bangladesh etc., include a copy of the reverse side of the certificate);

F. Copy of Transcript / Marksheet;

G. Copy of nursing education program transcripts and copy of certificate (if any);

H. Professional / Health License issued by the regulator of the country last worked in or home country professional / health license;

I. Employment Certificate / Experience Certificate / Relieving Letter / Last appraisal letter (if this includes the employment start date) / First and last salary slip (Recommendation letters are not acceptable documents for employment verification); and,

J. Copy of passport.

[E. The completed examination application with the required examination fee, one (1) two-inch by two-inch (2"× 2") portrait/photograph of the applicant, and proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation fingerprint background check. Proof shall consist of any documentation acceptable to the board. Any fees due for fingerprint background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor. All the credentials shall be submitted to the Missouri State Board of Nursing.

(B) Unqualified Applicants. An applicant who does not meet Missouri's current minimum requirements for licensure shall be advised regarding the necessary steps for qualification.

(C) The board of nursing will cooperate with the United States Immigration Service by advising it of the status of the applicant for nursing licensure if requested.]

[(9)] (7) Licensure Renewal.

1 (A) Renewal periods shall be for one (1), two (2), or three (3) years as determined by
2 the board.

3 (B) The required fee shall **and information related to the nurse's practice for the**
4 **purpose of collecting nursing workforce data shall** be submitted prior to the
5 **expiration date of the license [lapses].**

6 (C) In answer to requests for information regarding an individual's licensure, the staff
7 of the board will verify status and other information as deemed appropriate by the
8 executive director.

9 **(D) The renewal application, any required documents and the appropriate fee**
10 **must be received by the Board a minimum of three (3) business days prior to the**
11 **expiration date of the nurse's current license in order for the Board to process**
12 **the application prior to the expiration date. Failure to do so may result in the**
13 **license lapsing, which will require the nurse to complete a new application as set**
14 **forth in 20 CSR 2200-4.020(9).**

15 **[(10)] (8) Inactive Licenses.**

16 (A) Any nurse possessing a current license to practice nursing in Missouri may place
17 that license on inactive status by filing a written and signed request for inactive status
18 with the board. This request may be accomplished, but need not be, by signing the
19 request for inactive status which appears on the nurse's application for license renewal
20 and returning that application to the board prior to the date the license ~~has lapsed~~
21 **expires. An inactive license shall be deemed expired.**

22 (B) Individuals wishing to reactivate licenses ~~[after being carried as inactive shall~~
23 ~~request a Petition for Renewal from the Missouri State Board of Nursing. Fees shall be~~
24 ~~accepted only if accompanied by a completed Petition for Renewal. The Petition for~~
25 ~~Renewal shall be accompanied by proof of submission of fingerprints to the Missouri~~
26 ~~State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and~~
27 ~~Federal Bureau of Investigation fingerprint background check prior to the established~~
28 ~~deadline date set by the Missouri State Board of Nursing. Proof shall consist of any~~
29 ~~documentation acceptable to the board. Any fees due for fingerprint background checks~~
30 ~~shall be paid by the applicant directly to the Missouri State Highway Patrol or its~~
31 ~~approved vendor. All fees are nonrefundable. Back fees shall not be required for the~~
32 ~~years the licensee's records were carried as inactive. The Petition for Renewal shall~~
33 ~~also show, under oath or affirmation of the nurse, a statement—]~~ **must file a complete**
34 **application containing data and documents required by the board attesting that**
35 **all information contained in, or referenced by, the application is complete and**
36 **accurate and is not false or misleading, and the required processing fee, which is**
37 **not refundable. The application must be properly executed before a notary public.**
38 **Any application for licensure submitted to the board is valid for one (1) year from**
39 **the date the application is notarized. After the expiration of one (1) year, an**
40 **applicant shall submit a new application, along with the required fee. An**
41 **application notarized more than sixty (60) days prior to receipt by the Missouri**
42 **State Board of Nursing will be rejected and returned to the applicant.**

43 1. **[That the nurse is not presently practicing nursing in Missouri; and] The applicant**
44 **must submit to state and federal fingerprint or other biometric criminal**
45 **background checks as administered by through the Missouri State Highway**
46 **Patrol.**

2. [As to whether the] **If a nurse did practice nursing while the license was inactive [and] the nurse must disclose**, if so,]how long and where **the practice of nursing occurred**. If the nurse was practicing nursing in Missouri at the time his/her license was inactive, he/she also must submit a notarized statement indicating [that] **whether and when** he/she ceased working as soon as he/she realized that the license was inactive. In addition, the nurse must cause his/her employer to submit a statement on the employer's letterhead stationery or a notarized statement indicating [that] **whether and when** the nurse ceased working as soon as he/she realized that the license was inactive.

(C) No person shall practice nursing or hold him/herself out as a nurse in Missouri while his/her license is inactive.

(D) A nurse who [petitions] **applies** for renewal of an inactive license who answers yes to one (1) or more of the questions on the petition which relate to possible grounds for denial of renewal under section 335.066, RSMo, shall submit copies of appropriate documents related to that answer, as requested by the board, before his/her [petition] **application** will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. If a nurse requesting reinstatement of his/her inactive license is denied by the State Board of Nursing based upon the fact that the nurse is subject to disciplinary action under any provisions of Chapter 335, RSMo, the nurse shall be notified of the statutory right to file a complaint with the Administrative Hearing Commission.

(E) A nurse whose license is inactive for three (3) years or more shall file the [petition] **application**, documents, and fees required in subsection (10)(B). In addition, the nurse may be required to appear before the board personally and demonstrate evidence of current nursing knowledge and may be required to successfully complete [an oral or written examination] **the National Council of State Boards of Nursing's licensure examination**, or both, provided by the board] or to present proof of regular licensed nursing practice in **another state(s)** during that time period.

[(11)] **(9)Lapsed Licenses, When—Procedures for Reinstatement.**

(A) Pursuant to sections 335.056 and 335.061, RSMo, a license issued by the State Board of Nursing to an RN or LPN is lapsed if the nurse fails to renew that license [in a timely fashion. A license renewal is timely if the nurse mails a completed application for renewal, accompanied by the requisite fee, in a properly stamped and addressed envelope, postmarked no later than the expiration date of the nurse's current license] **prior to the expiration date. An lapsed license shall be deemed expired** [No person shall practice nursing or hold him/herself out as a nurse in Missouri while his/her license is registered with the State Board of Nursing as being lapsed.] **No person shall practice nursing or hold him/herself out as a nurse in Missouri while his/her license is lapsed.**

(B) A nurse whose license has lapsed in Missouri [for fewer than thirty (30) days may obtain renewal of that license by mailing the requisite fee to the proper address and postmarked no later than the thirtieth day of lapse. Satisfactory explanation of the lapse will be presumed. The State Board of Nursing, in its discretion, may not renew the license of any nurse who is subject to disciplinary action under Chapter 335, RSMo, but the board shall advise the nurse of the statutory right to file a complaint with the Administrative Hearing Commission.

1 (C) A nurse whose license has lapsed in Missouri for thirty (30) days or more, but
2 fewer than three (3) years,] **must file a complete application containing data and**
3 **documents required by the board attesting that all information contained in, or**
4 **referenced by, the application is complete and accurate and is not false or**
5 **misleading, and the required processing fee, which is not refundable. The**
6 **application must be properly executed before a notary public. Any application for**
7 **licensure submitted to the board is valid for one (1) year from the date the**
8 **application is notarized. After the expiration of one (1) year, an applicant shall**
9 **submit a new application, along with the required fee. An application notarized**
10 **more than sixty (60) days prior to receipt by the Missouri State Board of Nursing**
11 **will be rejected and returned to the applicant.**

12 1. [A statement that the nurse is not presently practicing nursing in Missouri;] **The**
13 **applicant must submit to state and federal fingerprint or other biometric criminal**
14 **background checks as administered by through the Missouri State Highway**
15 **Patrol.**

16 2. [A statement as to whether the nurse did practice nursing while the license was
17 lapsed and, if so, how long and where; and

18 3.]If the nurse was practicing nursing in Missouri at the time his/her license was
19 lapsed, he/she must submit a notarized statement indicating that he/she ceased
20 working as soon as he/she realized [that] **whether and when** the license was lapsed. In
21 addition, the nurse must cause his/her employer to submit a statement on the
22 employer's letterhead stationery or a notarized statement indicating [that] **whether and**
23 **when** the nurse ceased working as soon as he/she realized that the license was lapsed.

24 [(D)] **(C)** A nurse whose license is lapsed for three (3) years or more shall file the
25 same [petition] **application**, documents and fees required in subsection (11)[(C)] **(B)**. In
26 addition, the nurse may be required to appear before the board personally and
27 demonstrate evidence of current nursing knowledge and may be required to
28 successfully complete [an examination provided by the board] **the National Council of**
29 **State Boards of Nursing's licensure examination** or by proof of regular licensed
30 nursing practice in **another state(s)** during that time period.

31 [(E)] **(D)** Upon satisfactory completion of the requirements specified in subsections
32 | (11)(B)–[(D)] **(C)**, which are pertinent to that nurse, the board reserves the right to
33 refuse to reinstate the lapsed license of any nurse, including one who is subject to
34 disciplinary action under any provisions of Chapter 335, RSMo, which includes
35 disciplinary action for practicing nursing without a license while that license is lapsed. A
36 nurse who is petitioning for renewal of a lapsed license who answers yes to one (1) or
37 more of the questions on the petition which relate to possible grounds for denial of
38 renewal under section 335.066, RSMo, shall submit copies of appropriate documents,
39 as requested by the board, related to that answer before his/her petition will be
40 considered complete. The copies shall be certified if they are records of a court or
41 administrative government agency. If a lapsed license is not reinstated, the board shall
42 notify the nurse of the fact and the statutory right to file a complaint with the
43 Administrative Hearing Commission.

44 [(F)] **(E)** If any provision of this rule is declared invalid by a court or agency of
45 competent jurisdiction, the balance of this rule shall remain in full force and effect,
46 severable from the invalid portion.

1 **[(12)] (10)Change of Name, Address, or Both.**

2 (A) Original License. The original license may not be altered in any way; it must
3 remain in the name under which it was issued.

4 (B) Current License.

5 1. Each Missouri licensed nurse shall notify the board within thirty (30) days of each
6 name change.

7 2. Each Missouri licensed nurse shall notify the board within thirty (30) days of each
8 address change.

9 (13) Retired License Status.

10 (A) An applicant for renewal of a nurse license who is retired from the profession may
11 apply for a retired license status by completing a form provided by the board.

12 (B) Retired from the profession means that the licensee does not intend to practice
13 nursing for monetary compensation for at least two (2) years; **however**, such person
14 may provide volunteer services. **A retired license shall only be a single-state**
15 **license.**

16 (C) A licensee may qualify for retired license status provided the licensee:

17 1. Is retired from the profession;

18 2. Holds a current, unrestricted, and undisciplined nurse license; and

19 3. Submits the required form.

20 (D) Retired license renewal for a professional nurse shall be biennial; occurring on
21 odd-numbered years and the license shall expire on April 30 of each odd-numbered
22 year. Retired license renewal for a practical nurse shall be biennial; occurring on even-
23 numbered years and the license shall expire on May 31 of each even-numbered year.

24 (E) Individuals wishing to reactivate licenses after being carried as retired [shall
25 request a Petition for Renewal from the board. Fees shall be accepted only if
26 accompanied by a completed petition for renewal. The Petition for Renewal shall be
27 accompanied by proof of submission of fingerprints to the Missouri State Highway
28 Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau
29 of Investigation fingerprint background check prior to the established deadline date set
30 by the Missouri State Board of Nursing. Proof shall consist of any documentation
31 acceptable to the board. Any fees due for fingerprint background checks shall be paid
32 by the applicant directly to the Missouri State Highway Patrol or its approved vendor. All
33 fees are nonrefundable. Back fees shall not be required for the years the licensee's
34 records were carried as retired. The Petition for Renewal shall show, under oath or
35 affirmation of the nurse, a statement—] **must file a complete application containing**
36 **data and documents required by the board attesting that all information**
37 **contained in, or referenced by, the application is complete and accurate and is**
38 **not false or misleading, and the required processing fee, which is not refundable.**
39 **The application must be properly executed before a notary public. Any**
40 **application for licensure submitted to the board is valid for one (1) year from the**
41 **date the application is notarized. After the expiration of one (1) year, an applicant**
42 **shall submit a new application, along with the required fee. An application**
43 **notarized more than sixty (60) days prior to receipt by the Missouri State Board of**
44 **Nursing will be rejected and returned to the applicant.**

45 1. [That the nurse is not presently practicing nursing in Missouri for monetary
46 compensation; and

2.] If a nurse [As to whether the nurse] did practice nursing for monetary compensation while the license was retired [and, if so,] **the nurse must disclose** how long and where[. If the nurse was practicing nursing for monetary compensation in Missouri at the time his/her license was retired, he/she also must] **and** submit a notarized statement indicating employment dates, employer names and addresses, and an explanation of why the nurse practiced for compensation while the license was retired. In addition, the nurse must cause his/her employer to submit a statement on the employer's letterhead stationery or a notarized statement indicating [that] **whether and when** the nurse ceased working as soon as he/she realized that the license was retired.

(F) A nurse who petitions for renewal of a retired license, who answers yes to one (1) or more of the questions on the petition which relate to possible grounds for denial of renewal under section 335.066, RSMo, shall submit copies of appropriate documents related to that answer, as requested by the board, before his/her petition will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. If a nurse requesting reinstatement of his/her retired license is denied by the State Board of Nursing based upon the fact that the nurse is subject to disciplinary action under any provisions of Chapter 335, RSMo, the nurse shall be notified of the statutory right to file a complaint with the Administrative Hearing Commission.

AUTHORITY: sections 335.036.1(2) and (7) and 335.066, RSMo Supp. 2013, and sections 335.046 and 335.051, RSMo 2000. This rule originally filed as 4 CSR 200-4.020. Original rule filed Oct. 14, 1981, effective Jan. 14, 1982. Amended: Filed May 13, 1982, effective Aug. 12, 1982. Amended: Filed Oct. 13, 1982, effective Jan. 13, 1983. Amended: Filed March 15, 1983, effective June 11, 1983. Amended: Filed Sept. 13, 1983, effective Dec. 11, 1983. Amended: Filed May 24, 1985, effective Nov. 11, 1985. Amended: Filed Sept. 13, 1985, effective Dec. 28, 1985. Amended: Filed Aug. 5, 1987, effective Nov. 12, 1987. Rescinded and readopted: Filed Aug. 11, 1989, effective Dec. 11, 1989. Amended: Filed Dec. 13, 1989, effective Feb. 25, 1990. Amended: Filed Oct. 17, 1991, effective April 9, 1992. Amended: Filed March 5, 1992, effective Aug. 6, 1992. Emergency amendment filed May 14, 1993, effective May 24, 1993, expired Sept. 20, 1993. Amended: Filed May 14, 1993, effective Nov. 8, 1993. Amended: Filed June 29, 1993, effective Jan. 13, 1994. Amended: Filed Sept. 7, 1993, effective May 9, 1994. Amended: Filed Feb. 2, 1994, effective July 30, 1994. Amended: Filed Dec. 15, 1995, effective June 30, 1996. Amended: Filed Jan. 29, 1996, effective July 30, 1996. Amended: Filed July 27, 1998, effective Jan. 30, 1999. Amended: Filed May 12, 2000, effective Nov. 30, 2000. Amended: Filed June 28, 2002, effective Dec. 30, 2002. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Amended: Filed July 29, 2005, effective March 30, 2006. Moved to 20 CSR 2200-4.020, effective Aug. 28, 2006. Amended: Filed May 14, 2007, effective Nov. 30, 2007. Amended: Filed Feb. 29, 2008, effective Aug. 30, 2008. Amended: Filed June 2, 2008, effective Dec. 30, 2008. Amended: Filed Aug. 27, 2009, effective Feb. 28, 2010. Amended: Filed Sept. 5, 2013, effective Feb. 28, 2014.*

**Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995, 1999, 2007; 335.046, RSMo 1975, amended 1981, 1995, 1999; and 335.051, RSMo 1975, amended 1981, 1999.*

1 **20 CSR 2200-4.021 Graduate Temporary Permit**

2 (Rescinded April 30, 2010)

3 AUTHORITY: section 335.036, RSMo 2000. This rule originally filed as 4 CSR 200-
4 4.021. Original rule filed Sept. 13, 1983, effective Dec. 11, 1983. Amended: Filed Dec.
5 13, 1989, effective Feb. 25, 1990. Amended: Filed June 16, 2003, effective Dec. 30,
6 2003. Moved to 20 CSR 2200-4.021, effective Aug. 28, 2006. Rescinded: Filed Oct. 8,
7 2009, effective April 30, 2010.

8
9 *Rule Review:*

10 1. *the regulation is essential to the health, safety and welfare of citizens*

11 *Yes. Boards need publicize requirements for a license.*

12 2. *costs of the regulation do not outweigh the benefits*

13 *Correct. The costs do not outweigh the benefits. Licensure requirements are needed*
14 *to ensure the safe and competent practice of nursing.*

15 3. *a process and schedule exist to measure the effectiveness of the regulation*

16 *Yes. The board tracks the number of licenses issued, the number of licenses*
17 *denied and the average processing times for each application type.*

18 4. *less restrictive alternatives have been considered and found less desirable*

19 *Yes. The board's regulations are based on uniform licensure requirements*
20 *adopted by all other state boards of nursing so expectations for education of a*
21 *nurse are the same throughout the United States.*

22 5. *the regulation is based on sound and relevant information*

23 *Yes. The licensure requirements is set using consistent standards, removes*
24 *barriers and maximizing portability for nurses.*

25 6. *the regulation does not unduly and adversely affect citizens.*

26 *Correct.*
27
28